U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1510-2 (Rev. 10-2004)	**RECORD OF ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) PERFORMANCE REQUIREMENTS (E-3 to E-9)**

INSTRUCTIONS

RECORD OF E-3 THROUGH E-9 PERFORMANCE REQUIREMENTS These Performance Requirements shall be completed for all enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education Manual, COMDTINST M1510.2 (series). As proficiency in each requirement is demonstrated, the DATE and INITIALS column shall be completed by the designated supervisor at your unit. Personnel are required to demonstrate proficiency in all requirements. Requirements previously demonstrated, dated, and initialed off are not required to be re-certified.

The EPME categories are formatted for consistency between the Performance and Knowledge Requirements. In some cases there are no "Performance Requirements" in the categories listed on this form, which means either the category item is covered under the "Knowledge Requirements" in Tab 3 or it is reserved for future development.

REQUIREMENTS NUMBERING SYSTEM – EXAMPLE: 6-4.01-P
The number **6** indicates the subject section of the Requirements.
The number **4** indicates that it is at the E-4 Requirement level.
The number **.01** indicates the first (1st) Requirement in the subject section.
The letter **P** indicates that this is a Performance Requirement (Knowledge Requirements have letter **K** designators).

NOTE:– A comprehensive list of additional references is listed in the EPME Study Guide. These additional references are not testable material.

The EPME Manual, COMDTINST M1510.2 (series) can be located via:

  ➢ Unit's hardcopy (paper) library of Directives and Publications.
  ➢ U. S. Coast Guard Directives System CD-ROM accessible from the Start Menu under USCG Applications
  ➢ U. S. Coast Guard Directives System Intranet site accessible at CG Central in the Resources tab
  ➢ U. S. Coast Guard Directives System Internet site accessible at HTTP://WWW.USCG.MIL/DIRECTIVES

The EPME Study Guide is available on the CG Learning Portal website at HTTPS://LEARNING.USCG.MIL/

TITLE: EPME Performance Requirements (E3-E9)	**ABBREVIATION:** EPME-PR

DATE COMPLETED:

E-3	E-4	E-5	E-6

E-7	E-8	E-9

NAME: *(Last, First, Middle Initial)*	**EMPLID NUMBER:**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

Date: _____

I certify that the person named below satisfactorily completed all EPME performance requirements and related course work for pay grade E-_____ and is eligible to take the Advancement Qualification Exam (AQE).

_____
Shop Chief / Division Officer
(Printed Name & Signature)

NAME *(Last, First, Middle Initial)*	**EMPLID NUMBER**

ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) PERFORMANCE REQUIREMENTS	INIT	DATE

SECTION 1:   COAST GUARD PURPOSE

1.   Global Coast Guard
No performance requirements at this time. See Tab 3 of the E-PME
Manual for knowledge requirements for this chapter.

2.   Coast Guard Organization
No performance requirements at this time. See Tab 3 of the E-PME
Manual for knowledge requirements for this chapter.

3.   Coast Guard History
No performance requirements at this time. See Tab 3 of the E-PME
Manual for knowledge requirements for this chapter.

4.   Enlisted Heritage
No performance requirements at this time. See Tab 3 of the E-PME
Manual for knowledge requirements for this chapter.

5.   Enlisted Ranks
No performance requirements at this time. See Tab 3 of the E-PME
Manual for knowledge requirements for this chapter.

SECTION 2:   COAST GUARD ENLISTED CORE FUNCTIONS

6.   Leadership

No performance requirements at this time. See Tab 3 of the E-PME
Manual for knowledge requirements for this chapter.

7.   Standards of Conduct

7-4.01-P   STATE situations that could result in a conflict of interest, as
presented in the E-PME Study Guide.

8.   Standards of Appearance

8-3.01-P   LIST in the correct order of precedence the following
ribbons/medals as presented in the E-PME Study Guide.

> ➤   CG Distinguished Service Medal
> ➤   CG Sea Service Ribbon
> ➤   CG Good Conduct Medal

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> ➢ CG Commendation Medal
> ➢ CG Expert Rifle Medal
> ➢ National Defense Service Medal
> ➢ CG Achievement Medal
> ➢ CG Meritorious Unit Commendation
> ➢ CG Medal
> ➢ CG Expert Pistol Medal
> ➢ CG Legion of Merit
> ➢ CG Unit Commendation
> ➢ CG Meritorious Team Commendation
> ➢ Humanitarian Service Medal

8-7.01-P   **INSPECT** a unit member ensuring his or her uniform is in good condition, properly worn, and that the person meets grooming standards, as presented in the E-PME Study Guide. (Intent: It is not necessary to conduct a formal personnel inspection to meet this requirement. Uniform of the day meets this requirement.)

9. Enforcing Standards

9-4.01-P   **PREPARE** a CG-4910, Report and Disposition of Offense, as presented in the E-PME Study Guide.

10. Supervisory Responsibility

10-3.01-P   Using the Non-rated performance evaluation factors, **SUBMIT** a self-evaluation to your supervisor, as presented in the E-PME Study Guide. (Intent: To support and provide input on your performance.)

10-4.01-P   Using the Petty Officer performance evaluation factors, **SUBMIT** a self-evaluation to your supervisor, as presented in the E-PME Study Guide. (Intent: To support and provide input on your performance).

10-5.01-P   **SUBMIT** an evaluation of a subordinate to your supervisor, as presented in the E-PME Study Guide.

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10-5.02-P Under direct supervision, **COUNSEL** a subordinate on their performance evaluation, as presented in the E-PME Study Guide.

10-6.01-P **SUBMIT** an Administrative Remarks Sheet (CG-3307) to your supervisor for review on the following Performance and Discipline behaviors, as presented in the E-PME Study Guide:

- ➢ General - Positive
- ➢ General - Negative

10-6.02-P **INSTRUCT** personnel on the current requirements to compete for advancement to their next pay grade, as presented in the E-PME Study Guide.

10-6.03-P **PREPARE** an award recommendation on aCoast Guard member and submit it to yoursupervisor for review, as presented in the E-PMEStudy Guide.

10-7.01-P Using the Master, Senior, and Chief Petty Officer performance evaluation factors, **SUBMIT** a self-evaluation to your supervisor, as presented in the E-PME Study Guide.

10-7.02-P **SUBMIT** an evaluation of a subordinate to your supervisor, using the DIRECT ACCESS Employee Review software, on his or her leadership abilities in accordance with the following performance dimensions. Use the Direct Access reference guides and the E-PME Study Guide for reference.

- ➢ Communication
- ➢ Responsibility
- ➢ Directing Others
- ➢ Working with Others
- ➢ Developing Subordinates
- ➢ Looking Out for Others
- ➢ Setting an Example
- ➢ Military Bearing

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> ➢ Customs and Courtesies
> ➢ Integrity
> ➢ Loyalty
> ➢ Respecting Others
> ➢ Human Relations

11. **Personnel Issues**
No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

12. **Management Functions**

12-5.01-P **VERIFY** the content of the training summary and competencies sections within Direct Access, as presented in the E-PME Study Guide.

12-5.02-P **IDENTIFY** the training available, and the process for requesting Class "C" schools, as presented in the E-PME Study Guide.

12-5.03-P **PREPARE** a Procurement Document, manually or electronically, as presented in the E-PME Study Guide.

> ➢ Accounting Data
> ➢ Limitations

12-6.01-P **VERIFY** the accuracy of Directives and Publications in your work center's library, as presented in the E-PME Study Guide. (Intent: define work center; to include identifying improvements and ordering changes)

12-7.01-P **SUBMIT** a departmental budget, as presented in the E-PME Study Guide.

12-8.01-P **IDENTIFY** required training for personnel (billets) at your unit and recommend changes, as presented in the E-PME Study Guide.

12-8.02-P **REVIEW** the PME requirements and submit recommended changes, via your command, to Commandant (G-WTL-2).

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12-8.03-P   **REVIEW** your Rating Enlisted Performance Qualifications and submit recommended changes to your Rating Force Master Chief, as presented in the E-PME Study Guide.

12-9.01-P   **OUTLINE** the budgetary process from Resource Proposal development through budget allocation, including timeline.

13. Personnel Systems

13-4.01-P   **PREPARE** an electronic resume (e-Resume), as presented in the E-PME Study Guide.

13-4.02-P   **PREPARE** a travel claim, as presented in the E-PME Study Guide.

13-5.01-P   **VERIFY** the accuracy of your electronic PDE for the following, as presented in the E-PME Study Guide:

- ➢ Time in Service
- ➢ Time in Pay Grade
- ➢ Award Points
- ➢ Creditable Sea Time
- ➢ Performance Evaluation
- ➢ Commanding Officer's Recommendation
- ➢ Completion of End of Course Test
- ➢ Completion of EPQ's/E-PME's

SECTION 3:   COAST GUARD READINESS

14. Mission Preparedness

14-7.01-P   **INSTRUCT** personnel on the application of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.

15. Safety

15-3.01-P   **LOCATE** your Right To Know Station and discuss with your unit safety coordinator the contents of your Material Safety Data Sheet (MSDS), as presented in the E-PME Study Guide.

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15-5.01-P   **CONDUCT** a training session on your workplace safety procedures, as presented in the E-PME Study Guide.

15-5.02-P   **CONDUCT** a safety inspection of your workspace, report discrepancies to the appropriate personnel, checking for the following: use E-PME Study Guide for reference. (Intent: This list is not all-inclusive, and should include other applicable requirements at your unit.)

> ➤ Electrical cord problems
> ➤ Personal Protective Equipment (PPE) availability
> ➤ Functioning Safety Devices
> ➤ Tagged or locked-out equipment
> ➤ U.S. Coast Guard Safety and Environmental Health Checklists

16. Security
No Performance Requirements at this time. See Tab 3 of the E-PME Manual for Knowledge Requirements.

SECTION 4:   COAST GUARD COMMUNICATION

17. Communicating

17-4.01-P   **PERFORM** the following functions using a Coast Guard Standard Work Station, as presented in the E-PME Study Guide:

> ➤ Create, edit, and print a document using word processing software
> ➤ Draft and send E-mail messages, with attachments

17-4.02-P   **STATE** the Coast Guard and your unit's policy governing the release of official information to the public, as presented in the E-PME Study Guide.

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17-4.03-P **INSTRUCT** subordinates on Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities, as presented inE-PME Study Guide.

17-5.01-P **INSTRUCT** personnel at your unit, as presented in the E-PME Study Guide: (Intent: To utilize rating, GMT, PQS or other Coast Guard related subject matter).

17-5.02-P **UTILIZE** the following tools using a Coast Guard Standard Work Station, as presented in the E-PME Study Guide:

> ➢ Adobe Forms.pdf/Jet Form Filler
> ➢ Publications and Directives
> ➢ FEDLOG
> ➢ CGMS
> ➢ Direct Access

17-6.01-P **DRAFT** the following Coast Guard correspondence, as presented in the E-PME Study Guide:

> ➢ Coast Guard Business Letter
> ➢ Coast Guard Memorandum

17-6.02-P **PREPARE** a Coast Guard message using proper format for drafting, as presented in the E-PME Study Guide.

17-8.01-P **LEAD** a team through a project, as presented in the E-PME Study Guide. (Intent: to use a project management process to accomplish a unit need or function).

GLOSSARY

APPLY The ability to use learned material in new and concretesituations, including the application of rules, methods, concepts, principles, laws, and theories. A higher degree of **COMPREHEND**.

COMPREHEND To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of **KNOW.**

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CONDUCT — To use proper procedures and processes to accomplish a specific task or goal.		
INSPECT — Examine, test, measure, or evaluate people, spaces, or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.		
INSTRUCT — To make proficient by conveying knowledge and skills.		
KNOW — The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.		
LEAD — To exercise direct control over an activity or process.		
LIST — To arrange information in logical form and order for self or others.		
LOCATE — To determine or set the position of.		
OUTLINE — To give the main features or various aspects of; to summarize process and forwarding it to the prescribed authority.		
PERFORM — To begin a task and carry through to completion in accordance with applicable instructions and regulations.		
PREPARE — Plan, gather, and assemble information to produce a document (i.e. forms and schedules).		
REVIEW — To go over for the purpose of determining correctness or currency.		
SUBMIT — To prepare and deliver a report or form following a defined criteria.		
UPDATE — Change existing information and records to accurately align them with correct or most recent data.		
UTILIZE — To perform a task using proper tools, equipment, and procedures in accomplishing a necessary goal.		
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